

New Student Registration Procedures

Overview of Contents

STEP 1:

Set up your LeBow College of Business email address.

STEP 2:

Become familiar with registration support resources.

1. Graduate Course Catalog
2. Course Offerings by quarter/term
3. DrexelOne Student Portal
4. Important Documents:
Statement of Curriculum Standing (SCS), SCS Policies, Plan of Study

STEP 3:

Register for Courses via DrexelOne Student Portal

Registration FAQs (Frequently Asked Questions)

1. What are ideal first term courses for MBA students? For MS students?
2. What courses will I need to complete in the future?
3. What is a CRN?
4. How are courses listed?
5. What section numbers can I register for?
6. What section numbers can I NOT register for?
7. What happens if I receive an error when trying to register for a class?
8. How can I find out about textbooks for courses?
9. How can I find the professor for a particular course?
10. Where can I find the location of a particular course?
11. Where can I find contact information for professors?
12. What are the policies regarding adding courses?
13. What are the policies regarding dropping courses?
14. When do I get billed for courses?
15. Can I defer my tuition if my employer is paying the cost?
16. What is the difference between full- and part-time study?
17. What is the maximum number of credits/courses I can take per term?
18. What is the maximum number of online courses I can take?
19. Where can I find a description of each course?
20. How can I find out what classes will be offered each term?
21. What are the policies for waivers and transfers?



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LeBow COLLEGE OF BUSINESS

New Student Registration Procedures

STEP 1:

Set up your LeBow College of Business email address.

- It is mandatory that all students maintain an active, LeBow-provided, Drexel University email address so that we can efficiently and effectively communicate with you. It is possible for you to forward this account to other, preferred accounts.
- To establish this account visit www.drexel.edu/computeraccounts and follow the instructions for picking up your first account. You will need your 8 digit university student ID number, which is noted on your acceptance letter. (See screen shots of this process on following pages.)
- If you experience difficulties, contact the Information Resources and Technology (IRT) Department at 895-2698 or 895-1958.
- Be sure to take note of your username (logon) and password as you set up the account. You will need this information to register for classes.

New Student Registration Procedures

STEP 2:

Become familiar with registration support resources.

1. Graduate Course Catalog

- The SRC (Student Resource Center) maintains the Graduate Course Catalog, which lists course descriptions and pre-requisites.
- To reduce errors during the registration process, read descriptions and pre-requisites to guarantee eligibility to enroll in courses of interest.
- Courses are listed by content area, such as Accounting, Economics, or Finance.
- BUSN courses (e.g., 501, 502, 503, and 701) are listed under General Business.
- Some courses, such as MGMT 780 and BUSN 701, require manual enrollment by the advising office (students can not register independently online).
- You can find the Graduate Course Catalog by visiting the SRC site at <http://www.drexel.edu/src/>, then click on “Current Students,” then select “Course Descriptions” from the drop down menu. Next select “Graduate Course Descriptions” under the “Quarter Term Courses” list.

2. Course Offerings by Term/Quarter

- You can find the courses offered by term by visiting the SRC site at <http://www.drexel.edu/src/>, then click on “Current Students,” then select “Schedule of Classes” from the drop down menu. Next select the appropriate academic term under the “Quarter Term Courses” list.
 - Fall04-05 (September 20 – December 11, 2004)
- LeBow graduate students can enroll in the next term’s courses approximately 6-8 weeks prior to start dates. For details see “Registration Time Tickets” under “Registration Information” under “Current Students.”



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New Student Registration Procedures

3. *DrexelOne Student Portal*

- DrexelOne provides students affiliated with Drexel University access to online resources all with one ID and password. You can check e-mail or your calendar, register for or drop courses, visit course web sites, and manage Drexel accounts.
- In order to login to DrexelOne, you need your username and password (from when you picked up your Drexel email account. You can login to DrexelOne at <http://one.drexel.edu>.

4. *Important Documents*

- The Statement of Curriculum Standing (SCS) outlines which courses, if any, are waived from your Plan of Study based on recent academic coursework completed. Students receive this document from Admissions along with the offer letter.
- If you have questions about your SCS and waivers granted (or not), please carefully read through the policies outlined in FAQ# 18.
- Plans of Study (POS) are roadmaps that outline the courses required for LeBow graduate degrees in business. POSs can be downloaded from the MBA website at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms."
- Students should follow the Plan of Study to ensure all coursework satisfies graduation requirements.
- Ideal first term courses include BUSN 501, BUSN 502, BUSN 503, and STAT 601 – these courses are all pre-requisites for future coursework.
- Students can also choose ORGB 625, ORGB 631, MIS 611, and MIS 641 as first term courses as these courses carry no pre-requisites.

New Student Registration Procedures

STEP 3:

Registering for Courses via DrexelOne

1. Go to the DrexelOne web portal: <http://one.drexel.edu>
2. Enter your **User ID** (usually in the format of your initials followed by a number, i.e. Abc12). If you do not know your user name click on “How do I get a user name and password?” link.
3. Enter your password. This should be the same password used to access your email. If you do not know your password click on “How do I get a user name and password?” link.
4. Click on the “**Student Services**” tab.
5. Click on the “**Academic Services**” tab.
6. Click on the “**BannerWeb**” link.
7. Click on “**Student Services, Billing & Financial Aid**”
8. Click on “**Registration**”
9. Click on “**Add/Drop Classes**”
10. Click on “**Submit Term**”
11. Scroll down to the bottom of the page and click on “**Class Search**”
12. Select the subject you would like to search that is consistent with your Plan of Study and then click on “**Find Classes.**” (Remember that required BUSN courses are listed under “General Business.”)
13. A list of courses will appear that matches your criteria
14. To choose a course, click the box on the left by the CRN (Course reference number)
15. Scroll down and click on “**Register**”
16. If you receive an error, print the error and contact your Academic Adviser for resolution, or search for another course.
17. You will see your registration results immediately.
18. Confirm results. **You must do this at the BannerWeb site** (following instructions above)—not in DrexelOne at “My Courses” pipeline!
19. Re-check your BannerWeb on the first day of class to confirm registration and class location.

**We urge you to print a copy of your
schedule and registration for your records.**

New Student Registration Procedures

Registration FAQs (Frequently Asked Questions)

1. What are ideal first term courses for MBA students? For MS students?

Ideal first term courses include BUSN 501, BUSN 502, BUSN 503, and STAT 601 – these courses are all pre-requisites for future coursework. Students can also choose ORGB 625, ORGB 631, MIS 611, and MIS 641 since they carry no pre-requisites.

MS students should first consult their program's Plan of Study, then contact the Department Head of their program. You can download Plans of Study from the MBA website at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms." Department Heads' and their secretary's contact information is listed on each Plan of Study.

2. What courses will I need to complete in the future?

MBA and MS students should consult Plans of Study to preview future required coursework. MBA students should also consult the list of options for Areas of Concentration. These documents are available from the MBA website at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms."

3. What is a CRN?

CRN is an acronym for "course registration number," and are utilized when registering for a particular course. It is a five-digit number that usually precedes all information about a class. The number will always begin with a 10-, 20-, 30-, or 40-, which corresponds with the fall, winter, spring, and summer terms, respectively.

4. How are courses listed?

The academic discipline is first noted (e.g., ORGB, MIS, ACCT), followed by the course code (e.g., 601, 649, 790), followed by the section number (e.g., 501, 951). For example, ECON 601 501 is a section of a core course from the MBA plan of study offered at the main University City campus, but ECON 601 951 would be the same course offered online.

5. What section numbers can I register for?

The following section numbers are available to all full- and part-time MBA students:

501, 502, 50(x): Weekday, evening, graduate-level class at University City campus

001: Weekday, daytime, graduate-level class at University City campus

102: Saturday, daytime, graduate-level class at University City campus

951: Online class (Registration is through BannerWeb via the DrexelOne web portal)

601: Great Valley Consortium class (off-campus, weekday evening class, must gain permission to register for these courses from GVC Adviser, 895-6629, or email busngrad@drexel.edu).

New Student Registration Procedures

6. What section numbers can I NOT register for?

The following section numbers are classes that are NOT available to full- and part-time MBA students:

05(x): These classes are for the Executive MBA program only.

653, 654, 655: These classes are for the Techno MBA program.

801: These classes are for the One-Year Curriculum.

9xx: Any 900-section number, with the exception of 951, designates the course as Ph.D.-level. Graduate MBA and MS students are ineligible to register for these classes.

7. What happens if I receive an error when trying to register for a class?

If you receive a “pre-req test score” error, first confirm that you have taken all the prerequisites for the class for which you are trying to register (see FAQ 17).

If you receive an “Advisor” error, make sure you are registering for an appropriate course section (see FAQs 4-5).

If you have taken all the prerequisites and there are not restrictions on the section for which you are registering, print out the error message, and complete a Drop/Add form available on the MBA website at www.lebow.drexel.edu, under the link to “Graduate,” “Grad Student Resources,” and then “Forms.” You must submit the form and error message to the LeBow Graduate Office, 105 Matheson, or fax at 895-1012 (be sure to include your phone and email).

8. How can I find out about textbooks for courses?

The Drexel University bookstore maintains inventory for LeBow courses. You can contact them at 215-895-2860, bksdrexel@bncollege.com, or www.drexel.bkstore.com. Fall textbooks are due in during the first week of the semester.

You should register for courses before contacting the bookstore. Schedules for completing the MBA and MS requirements vary greatly, and it is possible that two professors will teach two different sections of the same course and choose to use different textbooks.

9. How can I find the professor for a particular course?

The professor is listed at the SRC site that lists courses offered per term.

10. Where can I find the location of a particular course?

While visiting the SRC site that lists courses offered per term, students can click on the CRN of a course to see if the location has been posted. Note that rooms are often not posted until the first week of classes, however most LeBow courses are held in Matheson Hall and Pearlstein.

New Student Registration Procedures

11. Where can I find contact information for professors?

Visit the LeBow homepage at www.drexel.edu/lebow, then click on “Search” in the upper left corner of the page. You can then type in names to search for, and search results provide university telephone number, email address, and office location.

12. What are the policies regarding adding courses?

All university registration announcements (e.g. timeframes for when online registration begins, ends, when courses will be listed for viewing, new additions after the initial posting date) are sent to your university email account. If you prefer to use a different email address, it is your responsibility to forward your Drexel email to your preferred account. Online registration is available to students beginning the fourth Tuesday of the current term for the following term. You are *strongly* urged to take advantage of early course registration.

13. What are the policies regarding dropping courses?

Students may make schedule adjustments via BannerWeb through the first two weeks of the term. After the second week of classes, course withdrawals may be requested at the LeBow Office of Graduate Studies, 105 Matheson. Courses dropped after the second week will receive a partial refund as follows:

Week of Term	Tuition Refund
During or before week one	100%
During or before week two	100%
Within third week	50%
Within fourth week	25%
Within fifth week	25%
After fifth week	None

14. When do I get billed for courses?

The Bursar’s office generates bills at the end of week two of the term. For details, visit www.drexel.edu/SRC, click on “Current Students” and “Billing” links, or call 215-895-2833. For questions relating to Financial Aid, Tuition Credits, Student Receivables, Tuition Deferment, Drop for Non-Payment, please call 215-895-1445.

15. Can I defer my tuition if my employer is paying the cost?

Drexel University has established a deferred payment plan for students attending the University as part of an employer education assistance program. Students accepted into this plan may defer payment of the portion of their tuition reimbursable under their employers’ program until the end of the first week of classes of the NEXT term. For more details and enrollment procedures, visit www.drexel.edu/SRC, click on “Current Students,” then

New Student Registration Procedures

“Billing,” then click on “For Graduate Students” and select “Employer Assisted Tuition Deferred Payment Program.”

16. What is the difference between full- and part-time study?

Students taking three courses a term (9 credits) are considered full time. Students taking fewer than three courses per quarter are considered part time. There is no formal procedure for changing between full-time and part-time status — you may adjust your course load depending on your needs and interests.

However, international students must maintain full-time status for visa requirements (visit www.drexel.edu/isso for more information).

There are also ramifications for part vs. full time status for students seeking tuition support via loans, grants, etc. For more information, contact the Financial Aid Office at 895-2537 or finaid@drexel.edu, or visit www.drexel.edu/provost/finaid/.

17. What is the maximum number of credits/courses I can take per term?

The maximum number of courses allowed per term is four (12 credits). To request special permission for authorization to take more than 12 credits, contact the Director of the Professional MBA Program, at 105 Matheson, or email busngrad@drexel.edu.

18. What is the maximum number of online courses I can take?

Students are welcome to take unlimited online courses to satisfy graduation requirements. Online course offerings are rotated each term to allow for a variety of options. While we seek to offer 4-5 online courses each term, we can not guarantee that all courses needed for graduation will be offered online. International students can take one online course per term to satisfy F-1 visa requirements.

19. Where can I find a description of each course?

The Student Resource Center (SRC) website maintains the Graduate Course Catalog, which lists and describes each course offered by the LeBow College of Business, and also lists prerequisites for each course. Access this site at www.drexel.edu/SRC and follow the links for “Current Students” and “University Catalog.”

20. How can I find out what classes will be offered each term?

You can find the courses offered by term by visiting the SRC site at <http://www.drexel.edu/src/>, then click on “Current Students,” then select “Schedule of Classes” from the drop down menu. Next select the appropriate academic term under the “Quarter Term Courses” list.

New Student Registration Procedures

21. What are the policies for waivers and transfers?

It is possible to waive up to two courses from the Enterprise Management sequence prior to matriculation at Drexel University. In order to waive BUSN 501: Measuring and Maximizing Financial Performance, students must have completed undergraduate courses in both Finance and Accounting with grades of “B” or better. In order to waive BUSN 502: Essentials of Economics, students must have completed undergraduate courses in both Microeconomics and Macroeconomics with grades of “B” or better. These courses, or the degree conferred for the courses, must have been completed no more than five years prior to the time waivers are considered.

It is also possible to waive up to two courses from the Functional Core sequence prior to matriculation at Drexel University. All courses considered for waiving in this sequence must be from AACSB (The Association to Advance Collegiate Schools of Business) accredited schools. In general, two upper-level undergraduate courses in a particular discipline must have been completed at a semester school (three courses are required for schools on the quarter system) with grades of “B” or better in order to waive one 601 course. These waivers are considered on a case by case basis, and course descriptions from the school must be provided for a decision to be made. These courses, or the degree conferred for the courses, must have been completed no more than 5 years prior to the time waivers are considered. Note that MKTG 601 can not be waived under any circumstances.

Finally, students may transfer up to five graduate level courses from AACSB-accredited schools prior to matriculation at Drexel University. Course descriptions and final transcripts from the school must be provided for a decision to be made. These courses must have been completed no more than five years prior to the time waivers are considered. Note that courses that resulted in a Graduate Degree being conferred can not be transferred into the LeBow College of Business MBA or M.S. programs.

Adjustments to the SCS will not be made after the first term of study has been completed.

The codes noted on the Statement of Curriculum Standing are as follows:

Code 1	Need an additional undergraduate course to fully waive this graduate-level course
Code 2	Must have a grade of “B” or better for course to count toward a waiver
Code 3	Courses/degrees conferred were completed more than five years ago
Code 4	Must provide official descriptions of the course for a waiver to be considered
Code 5	Does not match courses eligible for waiver status, but may be considered for transfer status to count toward graduation if complete course descriptions are provided for review.